VHR Training Process

I. Timeline

   a. Facility identifies the organization's 'Training Facilitator'.

   b. Facility identifies VHR users and Super Users, per facility protocol.

   c. Facility completes KHIE 'User spreadsheet' and forwards to KHIE.

   d. KHIE issues Usernames and Passwords for all users for VHR access.

   *VHR User will reset password upon initial log in.

   e. KHIE will schedule training session.

   f. KHIE will utilize the "Train the Trainer" concept.

II. Guidelines

   a. On site training is preferred; although web-based training is available.

   b. Training methods are flexible, based on number of facility super users and/or computer availability.

   c. KHIE will train facility "Super Users" who will then train additional staff members who have been granted VHR access.

   d. Allot at least one hour for training.

   e. Training will begin in the VHR Test environment and proceed to the VHR Production/LIVE environment.

   f. For training purposes, facility will have a list of active patients on hand to view in the VHR.

   *It is preferable to include a few Medicaid patients.

VHR Training Process
Implementing KHIE in your Facility

III. Roll-out Strategies*

A. **Create an implementation team to manage the training process**
   Who Will 'Own' the VHR Training and Implementation process?
   Identify 'VHR Training Facilitator'
   ➢ Facilitator works with department head to identify a 'clinical lead' for each area where VHR will be implemented to ensure appropriate selection/understanding of role of
      Super Users
   Set specific goals
B. **Include key staff from each area**
   Staff with strong desire for project/implementation success
   Department Leads
   Physician Champion

Ready Assessment Form
VHR Training

1. 'Training Facilitator' Identified   _____

2. Super User List provided   _____

3. User ID and Passwords issued   _____

4. Training Scheduled   _____

KHIE Value Matrix

Benefit	ER	Case Management	In-Pt. Pharmacy	Clinic	Revenue Cycle (Coding)	Pediatrics	Infection Control	Medical Records	Transition of Care	Utilization Review
Medication Management Therapy			X							
Medication Reconciliation			X						X	
Improves Medication Safety	X		X						X	
Access to Diagnosis	X	X	X	X	X	X	X	X	X	X
Access to Medical History	X	X	X	X	X	X	X	X	X	X
Access to Encounters	X	X		X	X	X	X	X	X	X
Access to previous/Outside Lab Results	X	X	X	X	X	X	X		X	X
State Lab Microbiology Results	X	X	X	X	X	X	X			X
RAD Reports				X	X	X				X
Immunization Registry	X		X	X	X	X				

Benefit	Nursing	Respiratory Therapy	Physical Therapy	Occupational Therapy	Hospitalists				
Medication Management Therapy	X	X			X				
Medication Reconciliation	X	X			X				
Improves Medication Safety	X	X			X				
Access to Diagnosis	X	X	X	X	X				
Access to Medical History	X	X	X	X	X				
Access to Encounters	X	X	X	X	X				
Access to previous/Outside Lab Results	X	X			X				
State Lab Microbiology Results	X				X				
RAD Reports	X				X				
Immunization Registry	X				X				